

Retention and Classification Report

Agency: Davis County (Utah). Information Systems Department (2482)

Davis Co. Administration Building
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Records Officer Yvonne Christensen

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AGENCY: Davis County (Utah). Information Systems Department

SERIES: 11109

3

TITLE: Accounts receivable

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These records consist of copies of accounts receivables prepared by counties to collect amounts owed by vendors, organizations, and citizens having accounts with county agencies.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 2.

AUTHORIZED: 10/20/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Information Systems Department

SERIES: 11112

3

TITLE: Cost analyses

DATES: 1983-

ARRANGEMENT: Alphabetical by department

DESCRIPTION:

These analyses document cost studies undertaken for potential computer or phone-related purchases or services that fall under the non-official bid amount. They can include current operation costs and any variations bids for equipment and services, and specifications.

RETENTION:

Retain until project finished or rejected. Pertinent information to be transferred to Project File.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 01/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office until project finished or rejected and then delete provided pertinent information has been transferred to the Project File.

Paper: Retain in Office until project finished or rejected and then destroy provided pertinent information has been transferred to the project file.

AGENCY: Davis County (Utah). Information Systems Department

SERIES: 11112

TITLE: Cost analyses

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Protected (working papers)

AGENCY: Davis County (Utah). Information Systems Department

SERIES: 11757

3

TITLE: General administrative correspondence

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are records of a general facilitative nature created or received in the course of administering programs. Includes daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence, and memoranda.

RETENTION:

Retain 2 years or until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 11.

AUTHORIZED: 01/22/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years or until administrative need ends and then destroy.

APPRAISAL:

AGENCY: Davis County (Utah). Information Systems Department

SERIES: 11757

TITLE: General administrative correspondence

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(d)

AGENCY: Davis County (Utah). Information Systems Department

SERIES: 11116

3

TITLE: Information Service Team (IST) minutes

DATES: 1992-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are minutes of regular Information Service Team meetings. This is a resource users committee established for computer-related purchases and to determine computer-related needs and policies. All discussions are reported and reviewed at regular department head meetings. The minutes include date, members present, and summary of proceedings.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 32.

AUTHORIZED: 11/21/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

AGENCY: Davis County (Utah). Information Systems Department

SERIES: 11116

TITLE: Information Service Team (IST) minutes

(continued)

APPRAISAL:

Administrative

These are just general staff meetings, and don't include any policy-making decisions

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Information Systems Department

SERIES: 11119

3

TITLE: Internal request forms

DATES: 1989-

ARRANGEMENT: Numerical by request number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These forms are used to initiate or change computer software, hardware, employee access and computer-related purchases. Various forms may include request number, date, requestor's name, department/office, telephone number, action requested, requested completion date, department designated signature, initials for completion date approved, projected completion date, staff member assigned, actual completion date, completed by, contacted, updated, and action taken.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 12.

AUTHORIZED: 08/13/2008

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after completion of changes and then destroy.

Computer data files: Retain in Office for 5 years after after completion and then delete.

AGENCY: Davis County (Utah). Information Systems Department

SERIES: 11119

TITLE: Internal request forms

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the office.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(10)

AGENCY: Davis County (Utah). Information Systems Department

SERIES: 11118

3

TITLE: Personnel files

DATES: 1971-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These files are the Department employment files for all county employees and usually include the original employment application, correspondence, credential files, letters of commendation, work performance, training certificates, and evaluation forms.

RETENTION:

Retain until employment is terminated.

DISPOSITION:

transfer to personnel office.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 8, Item 20.

AUTHORIZED: 12/01/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office until employment is terminated and then transfer to personnel office.

APPRAISAL:

AGENCY: Davis County (Utah). Information Systems Department

SERIES: 11118

TITLE: Personnel files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b)

AGENCY: Davis County (Utah). Information Systems Department

SERIES: 11117

3

TITLE: Policies and procedures

DATES: undated

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities; mission statement studies regarding department or offices operations, circular letters or directives and records related to significant events in which department or office participated.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 19.

AUTHORIZED: 05/06/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 2 years after becoming inactive and then delete.

Paper: Retain in Office for 2 years after becoming inactive and then destroy.

AGENCY: Davis County (Utah). Information Systems Department

SERIES: 11117

TITLE: Policies and procedures

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Protected